



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 09/30/2016	Employee Requisition Number <b>ER-17013</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>GRANT WRITER</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: PLANNING/GRANTS COMPLIANCE	Location: Okmulgee	Location Code: 223	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Planning Director and working in conjunction with the Senior Grant Writer, all branches of government and major department heads--the grant writer works under a collaborative approach for statistical research, preparation of grant applications and acquisition of available funding resources to expand tribal government operations in accordance with the tribe's goals and objectives. Job entails extensive research, coordination, collaboration and public relations skills.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"><li>1. Research and develop a resources base for tribal funding opportunities (whether public, private or foundation) in all aspects including (but not limited to) health, education, social services, housing, and economic development.</li><li>2. In collaboration with other branches of government and various department heads, develop policies and procedures establishing an efficient system for processing grant applications.</li><li>3. Provide technical assistance to applicants in preparation of relevant documents and materials required for submission of grant applications.</li><li>4. Prepare grant applications for review and approval by appropriate authorizing officials for submission to funding agencies.</li><li>5. Provide documentation or information necessary to assist with preparation of tribal legislation to authorize grant applications.</li><li>6. Track status of applications and follow up to provide additional information as required by funding sources.</li></ol>
Minimum Requirements:	Must be competent with technology (web/MS Office/email/imaging). Must be able to work independently with clients with minimal supervision. Must be able to manage multiple proposals and deadlines concurrently; position requires multi-disciplinary learning. Must be a confident writer with a high level of attention to detail. Associates Degree in Business Administration or related discipline; two



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	years of experience in grant writing.
Preferred Requirements:	Bachelors Degree in Business Administration or related discipline. Four years of experience in grant writing. Experience in tribal government operations.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

### Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.